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Office Memorandum • UNITED STATES GOVERNMENT

TO : Records Administration Officer [REDACTED]

DATE: 2 February 1962

VIA : [REDACTED]

FROM : [REDACTED]

SUBJECT: Shelf-Filing System [REDACTED]

1. Your letter of 30 January is certainly prompt, thorough and exactly what we needed. We called on the Diebold and Tab offices, also saw an 8 high (legal size) Diebold installation at [REDACTED] and are convinced that what we need is 64 legal size Diebold units (without the doors). The local Diebold representative tells us the catalog number is 8654. We think we ought to have about 4 work shelves (8605) and a supply of both adjustable dividers (8630) and compressor dividers (8606). Probably two sets of 2-step ladders (Cramer model 55-20), or equal) would be about right for us.

2. Because we have two ADT systems we think we can and should continue having the one 4-drawer safe outside the vault, next to the administrative assistant. She is the only one working with this safe and will find it advantageous not to move it into the vault. Accordingly, the only cabinet we need in the vault is one card file cabinet (15½" x 25" in size) which we now have.

3. We believe the arrangement as shown on the enclosed sketch will suit us best.

4. Please do not order bases for these files-- [REDACTED] the local Diebold representatives recommend using 2"x4"s for a base--this way the whole file stays more even--it's both cheaper and better.

5. Incidentally, the standard weight folders appear to us to be much too flimsy for those files that are in frequent use. Is there a heavy folder that you would recommend?

6. We are looking forward to the changeover and are continuing to work on our files so we'll soon have them thinned out down to essentials.

Attachments:

2 copies Floor plan for Proposed
Filing Arrangement

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